

Attachment B

Proposal Application Identification Form, Application, and Sample Table of Contents

STATE OF HAWAII
THE JUDICIARY

FOR OFFICE USE

JUD APP NO. _____

PROPOSAL APPLICATION IDENTIFICATION FORM
RESPONSE TO RFP NO. J05160

SERVICE SPECIFICATION NO. / CODE / DESCRIPTION: _____

Check one: ☐ INITIAL PROPOSAL APPLICATION

☐ FINAL REVISED PROPOSAL (COMPLETED ITEMS _____ - _____ ONLY)

1. APPLICANT INFORMATION:

LEGAL NAME: _____

DBA: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

2. Contact person for matters involving this application:

Name _____

Title _____

Phone # _____

Fax # _____

e-mail _____

3. TYPE OF BUSINESS ENTITY:

- ☐ NON PROFIT CORPORATION
☐ FOR PROFIT CORPORATION
☐ LIMITED LIABILITY COMPANY
☐ SOLE PROPRIETORSHIP
☐ PARTNERSHIP

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

6. STATE AND DATE OF INCORPORATION : _____

7. DESCRIPTIVE TITLE OF APPLICANT'S PROGRAM:

8. TARGET GROUP:

9. Geographic area(s) applicant is able to serve:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> East Hawai'i | <input type="checkbox"/> Kaua'i |
| <input type="checkbox"/> West Hawai'i | <input type="checkbox"/> Leeward O'ahu |
| <input type="checkbox"/> Maui | <input type="checkbox"/> Central O'ahu |
| <input type="checkbox"/> Moloka'i | <input type="checkbox"/> Windward O'ahu |
| <input type="checkbox"/> Lana'i | <input type="checkbox"/> Honolulu |

10. General population(s) applicant is able to serve:

- ☐ Infants and toddlers: 0-3 years of age
☐ Children 3-5 years of age
☐ Children: 5-10 years of age
☐ Adolescents: 10-18 years of age
☐ Adolescents & Adults: 18-21 years of age
☐ Adults: 21-59+ years of age
☐ Elders: 60+ years of age
☐ Families

11. FUNDING REQUEST:

FY ____:

FY ____:

TOTAL: _____

12. LICENSING AND BUSINESS STATUS QUALIFICATION:

- ☐ APPLICANT IS PREREGISTERED.
☐ APPLICANT IS NOT PREREGISTERED-FORM SPO-H-100A AND REQUIRED DOCUMENTATION IS ATTACHED.

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

Proposal Application

I. Program Overview

II. Experience and Capability

A. Necessary Skills

B. Experience

C. Quality Assurance and Evaluation

D. Coordination of Services

E. Facilities

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

B. Staff Qualifications

C. Supervision and Training

D. Organization Chart

Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

IV. Service Delivery

V. Financial

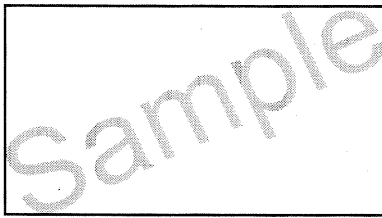
Pricing Structure

The following budget form(s) are submitted with the Proposal Application:

Other Financial Related Materials

VI. Other

A. Litigation



Organization:
RFP No:

Proposal Application Table of Contents

I.	Program Overview	1
II.	Experience and Capability	
	A. Necessary Skills	2
	B. Experience	3
	C. Quality Assurance and Evaluation	4
	D. Coordination of Services	5
	E. Facilities	6
III.	Project Organization and Staffing	
	A. Proposed Staffing.	7
	B. Staff Qualifications	8
	C. Supervision and Training	9
	D. Organization Chart (Program & Organization-wide - attached)	
IV.	Service Delivery	10
V.	Attachments	
	A. Cost Proposal	
	1. SPO-H-205 Proposal Budget for FY 2006 and 2007	
	2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	4. SPO-H-206C Budget Justification - Travel: Interisland	
	5. SPO-H-206E Budget Justification - Contractual Services - Administrative	
	B. Other Financial Related Materials	
	1. Financial Audit for fiscal year ended June 30, 2004.	
	C. Performance and Output Measurement Tables	
	D. Program Specific Requirements	